



MISSOURI DEPARTMENT OF TRANSPORTATION JOB OPPORTUNITY ANNOUNCEMENT

Date Posted: 09/26/2006
Application Deadline: 10/10/2006
Job Title: Human Resources Specialist
Min Monthly Salary: \$2,947.00
Location: St. Louis Area
District/Division: District 6 / Human Resources Division
Human Resources Contact Number: 314 340-4112

Notice: External applicants will be considered. This position will primarily provide assistance with employment & interviews

General Summary:

The human resources specialist performs routine entry-level activities in regards to researching and developing recommendations concerning routine personnel programs and policies, and serves in an advisory capacity in standard human resources related activities. Responsibilities are performed under direct supervision.

Minimum/Required Qualifications:

Bachelor's Degree: Human Resources/Personnel Management, Business Administration, or related field

Supervisory Responsibilities:

None

Special Working Conditions/Job Characteristics:

Job may require occasional, statewide or out-of-state, overnight travel.

Examples of Work:

- Recruits and pre-screens applicants, including affirmative action recruiting; provides general assistance to supervisors on the interviewing/hiring process and the promotion or transfer of current employees to authorized vacancies.
- Provides information on current policies, procedures, and guidelines as needed, assists supervisors on matters related to the administration of personnel policies, regulations, and department programs to ensure uniform compliance.
- Conducts job analysis on new or existing jobs; formulates recommendations on placement of the job within the salary structure; writes reports and job descriptions.
- Collects, researches, summarizes, and provides routine analysis of information and data related to personnel policies and human resources programs; prepares responses to questions or requests for information of limited complexity.
- Reviews information, data, and forms related to equal employment opportunity and affirmative action requirements; compiles data necessary for monitoring compliance and prepares related reports.
- Conducts compliance training and employee orientation programs.
- Performs other responsibilities as required or assigned.

How to apply: In order to be considered for this vacancy you will need to complete a MoDOT Employment Application. Please submit the application and transcripts on or before the application deadline to the address listed below.

**Missouri Department of Transportation
Human Resources
1590 Woodlake Drive
Chesterfield, MO 63017-5712**

Equal Employment Opportunity / Affirmative Action Employer, M/F/D/V